

EMERGENCY SERVICES LIAISON

DEFINITION: Under general supervision, performs work of moderate difficulty in the coordination of emergency management assistance; provides guidance and technical assistance; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts and monitors assessments at chapters to determine resources required for an emergency alert team; researches and requisitions emergency services equipment; establishes and coordinates efforts, resources, and communications with public safety or emergency relief personnel in responding to floods, search and rescue, and other related incidents; secures incident sites by erecting barricade, assists with traffic control and initiates the notification process with the appropriate emergency response personnel or agency.

Assists with the organization and training of communities, schools and other groups in areas of mitigation, emergency preparedness, response, recovery and safety prevention; records assessment information, emergency response activities and relevant information pertaining to damage or loss control; assists with telephone calls pertaining to emergency management and related services; responds to emergency or disaster calls; attends meetings and training sessions related to emergency management; works cooperatively with the public, chapters, safety officials and other agencies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of local, state and federal emergency management systems.
Knowledge of the laws governing public safety and emergency management.

Knowledge of Navajo tradition and culture.

Skill in establishing and maintaining effective working relationships.

Skill in relating a preventive safety program and/or services to the needs of the community.

Skill in working under strict deadlines.

Ability to develop and write memorandums and reports.

Ability to communicate effectively in both the English and Navajo languages.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves coordination efforts to bring various segments of the community together for one common purpose.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of experience providing coordination and development efforts of emergency management and services.

PREFERRED QUALIFICATIONS:

- Associate's degree in Emergency Services, Emergency Preparedness, Fire Science, Community Health or related fields.
- First Responder training or any Public Safety related field.
- Incident Command System (ICS) Certification.

THE NAVAJO NATION

Class Code: 2291
Public Safety Series
Emergency Preparedness Group
Overtime Code: Non-Exempt
Pay Grade: 59

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SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) Certificate and a First Aid Certificate within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.